



UNITED STATES MARINE CORPS

MARINE MEDIUM HELICOPTER SQUADRON 268
MARINE AIRCRAFT GROUP 29 (REIN)
2D MARINE AIRCRAFT WING (FWD)
UIC 42010
FPO AP 96426-2010

IN REPLY REFER TO:

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DOSS

5 Nov 07

Squadron Policy Letter 06-07

From: Commanding Officer, Marine Medium Helicopter Squadron 268
To: All Hands

Subj: COMMANDING OFFICER'S POLICY ON SCHEDULING OF PERSONNEL

1. It is unacceptable to lose an aircraft and/or aircrew due to fatigue. Fatigue is a blue threat that is identifiable and preventable. We will increase the squadron's mission readiness by proactively working to mitigate the effects of acute and cumulative fatigue and therefore reduce or prevent the incidence of ground and aviation mishaps. Ultimately, I am responsible for the welfare of the Marines and Sailors in my charge. In order to mitigate and reduce the effects of fatigue, it is my goal that all Marines and Sailors within Marine Medium Helicopter Squadron 268 (HMM-268) receive one day off every ten consecutive days. I realize that personal time in order to take care of errands, phone calls, etc. is just as valued as sleep by some Red Dragons.
2. The Safety Department shall develop, coordinate and conduct all aspects of a safety campaign addressing combating fatigue. The Safety Department shall work closely with all departments and the Flight Surgeon to ensure all Marines and Sailors are being afforded time off commensurate with operational tempo to prevent the detrimental effects of acute and cumulative fatigue.
3. Operations shall monitor and track aircrew flight hours and ensure all aircrew receive a non scheduled event every seven days while on the night shift and a non scheduled event every ten days while on the day shift. Two consecutive non tasked events may take the place of a non scheduled event.
4. The Maintenance Department shall ensure every maintainer is afforded a day off at the completion of nine consecutive work days.
5. Remaining Departments shall ensure their Marines and Sailors are afforded a day off after nine consecutive work days at a minimum.
6. Department Heads, Section Heads, and SNCOICs shall monitor the Marines within their section for signs and symptoms of fatigue and ensure that each Marine or Sailor receives adequate rest time. Section Heads shall ensure their Marines and Sailors are prepared to perform their daily duties.
7. The Flight Surgeon shall monitor all Marines and Sailors for both acute and cumulative fatigue. If recognized, a medical evaluation of that Marine or Sailor shall be conducted, and his or her chain of command will be informed.
8. All Red Dragons shall notify their chain of command if they feel they need time off in order to get adequate rest. All personnel transitioning are exempt from squadron functions to include formations.

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9. The overall objective of this policy is the mitigation of fatigue through applied individual and collective efforts, thereby preserving our valuable assets and priceless Marines and Sailors. Every Marine and Sailor is responsible for the welfare of the ~~Marines~~ ~~and~~ Sailors in their charge.